

**BY ORDER OF THE SECRETARY OF THE  
AIR FORCE**



**AIR FORCE INSTRUCTION 91-207**

**1 OCTOBER 1995**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**14 JUNE 2002**

**Safety**

**THE US AIR FORCE TRAFFIC SAFETY  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 91-2, *Safety*. The Traffic Safety Program's goal is to prevent or reduce frequency and severity of vehicular mishaps involving Air Force personnel and equipment. This instruction applies to people in or on moving motor vehicles and bicycles on Air Force installations, Air Force employees operating a motor vehicle conducting official duties off base, Air Force military personnel (including Air Force Reserve and Air National Guard on Federal Service) in any moving motor vehicle, and foreign students in training with the Air Force (who must complete applicable traffic safety courses). For the purposes of this instruction, the Air National Guard Readiness Center is considered a field operating agency (FOA). Send major command (MAJCOM), (FOA), or direct reporting unit (DRU) supplements to this instruction to HQ AFSA/SEGO, 9700 Avenue G, Kirtland AFB, NM, 87117-5670 for coordination and approval before publication. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this instruction is not an Air Force endorsement.

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**(PACAF)** This supplement applies to commanders, functional managers, supervisors and individual PACAF personnel. This supplement applies to US Air Force Reserve Command (AFRC) and Air National Guard (ANG) only upon mobilization.

**SUMMARY OF REVISIONS**

This revision implements the revised Department of Defense Instruction 6055.4, DoD Traffic Safety Program. It also corrects editorial changes made in the initial publication and includes some additional requirements and clarifications. It adds the following items: exception for operators possessing a state motorcycle license endorsement that requires a Motorcycle Safety Foundation (MSF) approved training for such endorsement are not required to complete Course IVA or IVB; exception for people required to attend and successfully complete a court-approved local community driver improvement program are not

required to complete Course V; responsibility for Centers, Wings, and Installations to ensure courses are conducted as specified; training identification and course completion requirements for on-duty off-road vehicle operators; a description of an all terrain vehicle (ATV); Non-Appropriated Funds (NAF) civilians as attendees for traffic safety courses (except Course I). It revises the Air National Guard Readiness Center status from a MAJCOM to a FOA and the quarterly motorcycle training report to a format and submittal method determined by the MAJCOM, DRU, or FOA. It corrects Course I exemption from younger to older. It deletes occupant restraints and rollover protection requirements for an ATV; Air Force Materiel Command (AFMC) from attendee list for Course I. It clarifies the guidelines on the use of utility-type mini-trucks; the guidelines on the use of other vehicles when passenger vehicles are not available; the people required to complete Course IV A and B and V; and the use of occupant devices for military personnel regardless of duty status or location.

(PACAF) Major changes and rewrites include paragraph: **1.3.2.1. (Added)**, **1.3.2.1.1. (Added)**, **1.3.2.1.2. (Added)**, **1.3.2.1.3. (Added)**, **1.3.2.1.4. (Added)**, **5.4. (Added)**, **13.**, **14.1. (Added)**, **14.2. (Added)**, **A2.2.2.**, **A2.2.2.1. (Added)**, **A2.2.2.2. (Added)** A “[” indicates revised material since the last edition.

**AFI 91-207, 1 October 1995, is supplemented as follows:**

## ***Section A—Responsibilities***

### **1. Responsibilities:**

#### **1.1. Headquarters, Air Force Safety Agency (HQ AFSA) will:**

- Manage the USAF Traffic Safety Program
- Review traffic safety courses to determine the need for replacement or modification.
- Develop new or revise existing traffic safety courses.

#### **1.2. MAJCOMs, FOAs, and DRUs ensure:**

- Personnel receive traffic safety training.
- Support and funding.
- Course waivers or deviations meet the requirements as established in **19.paragraph 19.**

#### **1.3. Centers, Wings, and Installations ensure:**

**1.3.1.** The host-installation Ground Safety Manager (GSM) establishes the local traffic safety education program. The GSM develops and implements programs which provide for the acquisition and use of occupant protective devices (safety belts, air bags, child safety seats, helmets, etc.).

**1.3.2.** Commanders enforce program requirements and ensure funding to cover the requirements of these instructions.

#### **1.3.2.1. (Added) Unit Commanders:**

**1.3.2.1.1. (Added)** Will ensure all eligible motorcyclists are promptly identified and scheduled for training and testing.

**1.3.2.1.2. (Added)** Will appoint a person to serve as the unit motorcycle monitor. This monitor will be the focal point for motorcycle training, licensing, and registration information. He or she will also ensure supervisors brief their personnel on motorcycle training,

registration, and prohibitions against the loaning or borrowing of motorcycle policies annually. USRs can fill this position.

**1.3.2.1.3. (Added)** Survey their unit motorcyclists to ensure the motorcyclists have registered their motorcycles and have received training.

**1.3.2.1.4. (Added)** Will develop a unit pre-departure deployed personnel motorcycle safety briefing capable of identifying the rules of engagement for motorcycle use at all deployed locations. The briefing will inform deploying military personnel whether off- or on-duty motorcycle riding is prohibited or permitted. If riding is permitted, each individual must produce a valid MSF qualification/certification card and comply with local rules of engagement and motorcycle safety policies.

1.3.3. Safety personnel will:

- Perform instructor duties. Perform instructor duties. Perform instructor duties. **EXCEPTION:** Certified MSF instructors will provide hands-on motorcycle training and evaluation in the Experienced Rider Course (ERC) and the Motorcycle Rider Course: Riding Street Skills (MRC:RSS).
- Send a quarterly memo of Course IVA and Course IVB attendance numbers to HQ AFSA/SEGO through MAJCOM, DRU, or FOA to arrive at HQ AFSA not later than the 25th calendar day of the month following the reporting quarter. **Note: NOTE: Include the number of students per course who completed training and a cumulative total of students trained per course for the quarter.**

**Section B—Traffic Safety Program**

2. Each Air Force organization (installation) must have an effective traffic safety program as part of its mishap prevention program that meets this instruction's requirements.

3. Air Force military and civilian personnel do not pay (including annual leave) for training or education mandated or implied by this instruction. **EXCEPTION:** Optional for Course V unless conducted by Department of Defense (DoD) trained or certified instructors in an additional duty status.

4. The Air Force encourages installations in states that require MSF course completion for a motorcycle endorsement to establish a mutual training agreement with the state to meet the requirements of this instruction. Installations pay for costs associated with such agreements. Other options:

- 4.1. Enter into an agreement with a nearby installation to jointly train students (i.e., training at a central location taught jointly by the installation's instructors).
- 4.2. Enter into a contract agreement with a local organization or individuals (non-DoD trained or certified MSF instructors) to provide approved MSF training.

**Section C—Occupant Protection and Vehicle Requirements**

5. All people in a moving motor vehicle on Air Force installations or off an installation using vehicle for conduct of Air Force business must ensure operability and use of available installed occupant protective

devices (restraints, air bags, child safety seats, etc.) required by the Code of Federal Regulation, Part 571, Federal Motor Vehicle Safety Standards.

5.1. Comply with local occupant protective device laws. Installation traffic safety program shall be consistent with the State or local child safety seats requirements. Installation traffic safety program shall specify age, weight, or other criteria for child safety seat use. If state or host-nation child restraint laws conflict with these instructions, apply the more stringent guidance.

5.2. Vehicles of model years 1965 and newer must have installed occupant protective devices within the passenger compartment of the vehicle. Vehicles manufactured before 1965 must have occupant restraints installed if required by host-state or nation laws. **EXCEPTION:**

Passenger buses need only occupant protective devices at the driver's position. Commanders may exempt vehicles registered with a state or nation as a classic.

5.3 Department of the Air Force (DAF), and Non-Appropriated Funds (NAF) civilians on official duty in an operating motor vehicle off any Air Force installation and military personnel regardless of duty status or location must use installed occupant protective devices. **EXCEPTION:** Air Force Office of Special Investigation (AFOSI) on-duty agents and Security Police forces (augmentees to the AFOSI) not driving, but performing protective services operations will use seat belts at their discretion.

**5.4. (Added)** Host Safety Offices must ensure periodic occupant restraint (safety belts) surveys are accomplished on their base population. If the usage percentage rate should fall below 90%, increased publicity and monthly seat belt surveys will be conducted until the usage rate rises to an acceptable level.

6. Air Force vehicles and commercial vehicles owned, leased, or rented by the Air Force must have installed serviceable occupant protective devices. Air Force-owned, foreign-manufactured commercial vehicles must meet all applicable safety requirements of the country in which they are used.

7. As a general rule, restrict the number of people in Air Force passenger-carrying vehicles to the designed seating capacity. This includes not only sedans, station wagons, or buses, but also trucks and cargo vans with passenger seats. When exigent circumstances or contingency requirements exceed availability of such vehicles, commanders through the risk management decision process will determine the appropriate mode of transportation or operating procedures for such existing vehicles.

8. The user senior staff and ground safety staff will evaluate the need for occupant protective devices for utility-type mini-trucks (cart-type vehicles, with three or four wheels) operated on a regular basis in a traffic environment. Restrict vehicles without occupant protective devices to nontraffic environments, or to a speed of 15 MPH or less. (A traffic environment is a designated roadway regularly traveled by vehicles.) When it is necessary to use these types of vehicles in a traffic environment ensure the vehicle is visible to traffic approaching from the rear. As a minimum, use reflective sign or other material on these vehicles.

9. Tactical, combat, and special-use vehicles must have occupant protective devices. MAJCOM, FOA, or DRU safety staffs must determine if occupant protective devices degrade mission accomplishment. If so, they may approve mission waivers or send the request for waiver to HQ AFSA according to the provision. Tactical, combat, and special-use vehicles must have occupant protective devices. MAJCOM, FOA,

or DRU safety staffs must determine if occupant protective devices degrade mission accomplishment. If so, they may approve mission waivers or send the request for waiver to HQ AFSA according to the provisions of paragraph 19. If MAJCOM/DRU/FOA approves waiver, provide HQ AFSA/SEGO a copy of the waiver request and approval. Waiver approvals should outline conditions for operating parameters and limit approval to two years without review.

**10.** For overseas locations, concessionaire vehicles that transport military and civilian employees or their dependents must have occupant protective devices according to this instruction and Status of Forces Agreements.

**11.** If feasible, separate pedestrian and motor vehicle traffic and provide adequate sidewalks, jogging and skating routes, pedestrian crossings, and bicycle paths. Individuals are not authorized to jog, run, skate, skateboard, or walk on roadways during high traffic density and peak traffic periods. Installation commanders shall designate which roadways and time periods apply and ensure enforcement of established rules.

**12.** Installation safety directives and traffic codes need to enforce the Department of Defense (DoD) prohibition on wearing portable headphones, earphones, or other similar devices while operating a motor vehicle, or while skating or bicycling along traffic environment, as well as the requirements of paragraphs 8. and 11, on Air Force installations and host-nation bases outside US territories. **EXCEPTION:** Motorcycle helmet intercom system between operator and passenger is permitted.

**13.** Military, DAF and NAF civilianMilitary, DAF and NAF civilian personnel, military dependents, foreign military students and contractor personnel operating motorcycles, motor scooters, or mopeds on Air Force installations must complete a safety course (Course IVA, MRC:RSS or Course IVB, ERC) that includes hands-on training and evaluation. The Air Force encourages military members operating mopeds off Air Force installations, in states or countries that do not require such vehicles to be registered, to complete motorcycle safety training. Motor scooter and/or moped operators in states or countries that do not require such vehicles to be registered and/or operators licensed must comply with first or second sentence above, as applicable. **EXCEPTION:** Operators possessing a state motorcycle license endorsement that requires an MSF approved training for such endorsement are not required to complete Course IVA or IVB. Personnel assigned to a command operating under a MAJCOM/CC waiver do not need to complete MSF Course IVA or IVB. These requirements do not apply to personnel who enter the installation on a "visitor pass" basis.

**13.** Operators may be issued a temporary pass until the next scheduled training date, but not to exceed 30 days. Prior to the individual receiving a temporary pass, the individuals immediate supervisor must perform and document an Operation Risk Assessment (PACAF CARES or similar tool) to determine if the level of risk warrants the temporary pass. Once the individual provides this documentation to wing safety; a 30-day pass will be issued.

**14.** Requirements for motorcycle, motor scooter, and moped operations on Air Force installations and for operation by military personnel off Air Force installations include the following:

- Only operators may ride mopeds--no passengers.
- Headlights must be on unless prohibited by the Status of Forces Agreement or local laws.
- Vehicle must have rear-view mirrors.

- Operator and any passenger must wear a protective helmet. **Note: NOTE: Helmets must meet, as a minimum, Department of Transportation (DoT) standards and be properly worn and fastened. Helmets may also meet other standards such as the Snell Memorial**

Foundation or the American National Standards Institute. If stationed overseas, personnel may use host-nation certified, equivalent helmets.

- To increase visibility of riders, they are encouraged to affix reflective material to their helmets.
- Operator and any passenger must wear impact resistant goggles or a full-face shield on their helmet. **EXCEPTION:** Goggles or a full-face shield are not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly upright-seated operator.
- Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered.
- Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.
- Sturdy footwear. Leather boots or over-the ankle shoes are strongly encouraged.

**14.1. (Added)** Unit commanders, supervisors, and security force personnel will enforce the use of personal protective equipment for motorcycle riders at all times.

**14.2. (Added)** Security force personnel will not allow motorcycles access to base unless the rider is wearing all personnel protective equipment. (i.e., properly fastened protective helmet that meets Department of Transportation or host nation standards, eye protection or goggles, long-sleeve shirt or jacket, long pants, gloves and sturdy footwear)

**15.** Requirements for off-road vehicles (ATV or off-road motorcycles), on-duty or on an Air Force installation:

15.1. Any use of an ATV certified to transport munitions must comply with AFMAN 91-201, Explosive Safety Standards (formerly AFR 127-100).

**NOTE:** An ATV is a motorized vehicle with three or four wheels, low pressure tires, a wheel base of 50 inches or less, an overall weight of 600 pounds or less, a handlebar for steering, and a seat designed to be straddled.

15.2. If an installation has an off-road vehicle range open to the public, operators of privately owned off-road vehicles must show proof of training (Specialty Vehicle Institute of America (SVIA) course completion card) to the range official before operating.

15.3. No passengers on an ATV.

15.4. Off-road vehicle operators must wear protective devices as described in paragraph 14. Operators should wear knee/shin guards, chest protector and padded full-fingered off-road vehicle gloves.

15.5. See A2.3. for training requirements.

#### **Section D—Program Administration**

**16.** Do not restrict student enrollment unless limited by available space. **EXCEPTION:** MSF and SVIA standards limit the number of students who may receive training in a class.

**17.** Do not exceed 4 hours of training each day. Do not exceed 4 hours of training each day. **EXCEPTION:** As allowed by MSF or SVIA. Local commanders may extend training hours based on mission needs.

**18.** Except for Course II, host-installation safety staff must present all courses as originally produced, unless otherwise specified in this instruction.

**19.** Requests, waivers or deviation from established requirements or course contents contained in this instruction, except Course IV requirements, must be submitted through channels to HQ AFSA/SEGO. Identify the specific requirement, course, instruction, or procedure, the desired changes and supporting justification. Waiver authority for Course IV requirements are vested with the MAJCOM commander under criteria provided outside this instruction.

**20.** All personnel (including dependents, contractors, retirees, etc.) who ride bicycles on an installation must wear an approved (i.e. American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet. Workers operating bicycles in areas that require the use of ANSI-approved helmets (hard hats) for protection from falling and flying objects are allowed to use those helmets instead of approved bicycle helmets. **EXCEPTION:** Workers operating bicycles in industrial/flightline areas designated no-hat area due to potential of FOD need not wear the bicycle helmet; operators of three-wheeled bicycles are not required to wear the bicycle helmet.

**20.** All personnel (including dependents, and retirees) who roller-skate, in-line skate, skateboard, or use lightweight motorized (Go-Peds) or foot-propelled scooters (Razor or equivalent) on PACAF installations must wear an approved Consumer Product Safety Commission (CPSC), American National Standard Institute (ANSI), Snell Memorial Foundation, or host-nation certified helmet. The use of elbow pads, kneepads, and wrist guards are highly encouraged.

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Chief of Safety

## ATTACHMENT 1

**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

**AAA** —American Automobile Association  
**ANSI** —American National Standards Institute  
**APDS**— Advanced Personnel Data System  
**ATV** —All Terrain Vehicle  
**CPF**—Civilian Personnel Flight  
**DAF** —Department of Air Force  
**DIP**—Driver Improvement Program  
**DoD** —Department of Defense  
**DoT** —Department of Transportation  
**DRU** —Direct Reporting Unit  
**ERC** —Experienced Rider Course  
**FOA** —Field Operating Agency  
**FOD** —Foreign Object Damage  
**GSM** —Ground Safety Manager  
**MAJCOM** —Major Command  
**MPH** —Miles per hour  
**MPF**— Military Personnel Flight  
**MRC:RSS** —Motorcycle Rider Course: Riding and Street Skills  
**MSF** —Motorcycle Safety Foundation  
**NAF** —Non-Appropriated Funds  
**OHM** —Off Highway Motorcycle  
**PPE**—Personal Protective Equipment  
**PSM** —Personnel Systems Management  
**SVIA** —Specialty Vehicle Institute of America  
**TDY**—Temporary Duty



## ATTACHMENT 2

## TRAFFIC SAFETY COURSES INFORMATION AND INSTRUCTION

**A2.1. Course I, Standard Traffic Safety Course:**

A2.1.1 Course I is an accession training course with five units of instruction. It reinforces a positive attitude toward driving. Its purpose is to improve driving by identifying and changing unsafe driving habits, techniques, and behavioral patterns that cause unsafe acts. It uses three modules (Mod 2, 3 & 5) and one videos ("The Final Factor") from the Automobile Association of America (AAA) Driver Improvement Program (DIP) and the Driver's Risk Index II (DRI) from Safe Performance Associates. The course lasts 4 hours. All personnel 26 years of age or older are exempt from attending.

A2.1.2. Attendees are:

- Direct-duty military personnel and language students attending at Lackland Air Force Base before initial duty assignment.
- All other military personnel when initially assigned to Air Education and Training Command or the US Air Force Academy.

**A2.2. Course II, Local Conditions.** The Commander, Chief of Safety, or GSM should introduce this course. Inclusion of local civilian law enforcement public affairs personnel in course presentation could increase awareness, emphasis, currency, and community involvement .

A2.2.1. Course II provides information essential in enhancing an individual's safety awareness toward new surroundings. It consists of a classroom presentation (method is optional). Essential topics (determined locally) should enhance awareness of local rules of the road and assimilated state (host nation) traffic statutes or laws and traffic, weather, and recreational conditions, including defensive driving techniques. Participants should be educated to use paths or sidewalks along roadways and wear reflective outer garments during periods of reduced visibility. **Note: NOTE: Handouts may maximize available classroom time.**

A2.2.2. Attendees are newly assigned military (including foreign military students) and DAF and NAF civilian personnel (identified during in-processing). Schedule training as part of the Newcomers' Orientation Program. Family members may attend if classroom space is available. In overseas areas, family members who drive may be required to attend the course before licensing. **Note: NOTE: Personnel assigned in temporary duty (TDY) status for 30 calendar days or more must complete the course at the TDY unit and accomplish such training at the beginning of the TDY.**

**A2.2.2.** This course is renamed to Course II, Local Conditions/Personal Risk Management for PACAF.

**A2.2.2.1. (Added)** Provide a brief overview of Personal Risk Management (PRM), to include the six ORM steps. This should be tailored to the installation's environment and include non-traffic local hazards as well.

**A2.2.2.2. (Added)** All newly assigned military and DAF/NAF civilian personnel will attend Course II, Local Conditions/Personal Risk Management, within 30 days of arrival on station.

**A2.2.2.3. (Added)** “Korea and Japan Only” Regardless of temporary duty (TDY) duration, all personnel deployed to PACAF must receive a briefing on local driving conditions before operating a vehicle.

**A2.2.2.4. (Added)** SEG and LGT will jointly develop the required briefing items tailored to their local area.

**A2.2.2.5. (Added)** The briefing will be conducted and documented by the hosting organization’s VCO/VNCO, or other commander’s designated representative. Mass/group briefings are authorized.

### **A2.3. Off-Road Vehicle (ATV and Motorcycle) Training Course:**

A2.3.1. These courses provide basic riding techniques and strategies necessary for government off-road vehicle operators. Units purchasing these vehicles for official use must ensure operators complete an applicable safety course that includes hands-on training and skill and knowledge evaluations. Purchasing units must develop safety requirements for mission and tactical operational training involving motorcycles and ATVs and integrate those requirements into tactics, techniques, and training. A SVIA course completion card is proof of course completion. Contact SVIA for training availability. For other types of off-road government use vehicles not suitable for the SVIA courses application, the training must include:

#### **A2.3.1.1. Philosophy of Riding:**

- Safe riding techniques and strategies.
- Required PPE.
- Vehicle orientation (rider positions and use of controls).

#### **A2.3.1.2. Hands-on Training and Evaluation:**

- Turns.
- Hills (riding, stopping, and turning).
- Braking (level and hilly terrain).
- Riding environment hazard recognition, and avoidance maneuvers.

A2.3.2. Attendees are all people who will use ATVs and motorcycles for official business, on or off DoD installations. Operators must complete training before operation.

#### **A2.3.3 SVIA Courses:**

**A2.3.3.1. ATV Rider's Course:** This course is modeled after the MSF motorcycle safety courses. It teaches riders proper protective gear selection; use and familiarity with controls; riding maneuvers such as sharp turns, climbing, descending; and traveling hills and surmounting obstacles. By the end of six hours participants are ready for a supervised trail ride during which they demonstrate their skills and earn a certificate of proficiency.

**A2.3.3.2. Off Highway Motorcycle (OHM) Program:** This course is designed to teach OHM riders the principles and behaviors of safe and responsible OHM riding. The lessons provide discovery and discussion of the principles and practices of riding; and exercises under the supervision of an OHM coach. The OHM Program consists of 19 closed range exercise lessons and 3 open trail situations that could be completed in one day. The OHM program is designed to extend the

expertise of Course IVA graduates. Purchasing units should determine training needs before contacting the SVIA for training.

#### **A2.4. Courses IVA and IVB, Training for Motorcycle Operators:**

A2.4.1. Complete local training after the purchase, assignment, registration, or from date of safe, when the vehicle is to be operated on DoD property or as required by this instruction, within 30 days as weather and course schedule permits. An MSF course completion card is proof of course completion for the ERC and MRC:RSS. **Note:** *Proof of successful completion of a state-approved training course satisfies local installation training requirements.*

A2.4.2. See 13.paragraph 13 for attendee requirements and exceptions.

A2.4.3. Course IVA is the MRC:RSS, produced by the MSF. It includes:

- Defensive riding techniques.
- Use of PPE.
- Related subjects essential for safely operating a motorcycle, motor scooter, or moped for novice riders.

A2.4.4. Course IVB is the ERC, produced by the MSF. It is for riders with at least 3 months of continued riding experience. Students must complete both knowledge and skill evaluations. After a student completes Course IVA or IVB, the Rider Education Recognition Program administrator issues an MSF course completion card and makes a Course IV entry into the Advanced Personnel Data System (APDS).

#### **A2.5. Course V, Driver Improvement Program (DIP):**

A2.5.1. The DIP is an 8-hour course of seven instructional modules and three introductory modules. Student abilities determine the appropriate introductory module. Installations may use the National Safety Council Defensive Driving Course or a court-approved local community driver improvement programs to fulfill this requirement. The course is not intended to rehabilitate traffic offenders. Any AAA course presented must consist of eight modules and appropriate supplementary films. The AAA instructor determines the sequence of presentation and schedules classes.

A2.5.2. Attendees:

A2.5.2.1. Military and DAF and NAF civilians whom the commander directs to attend to improve driving habits and knowledge. People should complete this course once. Instructors may give module tests after each module, or give at least two comprehensive tests covering all course materials (excluding any pretest). Minimum course completion criteria for commander-directed attendees is a 70-percent course average.**EXCEPTION:** People required to attend and successfully complete a court-approved local community driver improvement program are not required to complete this course.

A2.5.2.2. Volunteers with a valid state operator's license may attend. Do not schedule voluntary attendees in the same class with commander-directed students. Only AAA-certified instructors may teach all-volunteer classes.

**A2.6. Course Documentation.** Document completion of Courses I, IVA, IVB, and V, in the APDS. The Military Personnel Flight (MPF) computer codes for APDS or Personnel Systems Management

(PSM) are in **Figure A2.1**. Send DAF and NAF civilian course completion notification to Civilian Personnel Flight (CPF) for documentation. A traffic safety education listing is available through MPF (PSM Section). Request Table 007, Direct English Statement Information and Retrieval Alpha Roster, which will show assigned personnel and their traffic safety education status.

**Figure A2.1. Advanced Personnel Data System Codes.**

Course	Code
I	B
I, IV	C
I, IV, V	D
I, V	G
IV	J
IV, V	K
V	N
UNKNOWN	Z
NO TRAINING	Space